



Department of Tourism & Civil Aviation, Himachal Pradesh

Expression of Interest for Himachal Travel Mart

The Department of Tourism & Civil Aviation, Himachal Pradesh invites Expression of Interest (EOI) from the professional & competent event management agencies / associations / organisations for organising “Himachal Travel Mart” at Shimla at the end of April, 2017. The three days Mart would be organised under the supervision of Tourism Department, Himachal Pradesh. The Mart will have tourism exhibition stalls, national-international travel / tour operator stalls, hotels, resorts, and travel writer’s etc. There will be minimum 30 stalls including Tourism boards / State, National-International Travel agents / tour Operators, Travel writers etc. The companies / agencies / associations will have to plan & execute entire Mart, setting up of stalls, inviting State Tourism boards, organisations etc. for participation, getting clearance from local authorities, boarding, lodging arrangements, local transportation, catering including refreshment for special invitees /VVIP / Media persons etc. The organising agencies / organizations / associations would also conduct a survey on the impact of the Himachal Travel Mart within one week of the completion of the Mart. The details & financial bid proforma of EoI may be downloaded from the website www.hptdc.in or can be obtained through email tourismmin-hp@nic.in or from the office of Tourism Department.

The interested agencies / associations / organisations may submit their EOI to the Commissioner, Tourism & Civil Aviation, Block No 28, SDA Complex, Kasumpti, Shimla-9 (H.P) **by 3.00 PM on or before 8th February, 2017**. The EoI’s received after the above date & time will not be entertained. Conditional & incomplete bids will not be entertained. Please mention EoI for Himachal Travel Mart on the main envelope. The financial bids will be opened in the presence of bidder or their authorized representative whosoever present at that time. The Date of opening of financial offer will be informed separately.

Commissioner (Tourism) reserves the right to accept or reject any or all the proposals without assigning any reason.

Department of Tourism & Civil Aviation, Block 28, SDA Complex, Kasumpti, Shimla-171009.

Department of Tourism & Civil Aviation, Himachal Pradesh

Scope of Work and Terms & conditions for organization of Himachal Travel Mart

The three days Mart would be organised under the supervision of Tourism Department, Himachal Pradesh and will have tourism exhibition stalls, national-international travel / tour operator stalls, hotels, resorts, and travel writer's etc. There will be minimum 30 stalls including Tourism boards / State, National-International Travel agents / tour Operators, Travel writers etc. The companies / agencies / associations will have to plan & execute entire Mart, setting up of stalls, inviting State Tourism boards, organisations etc. for participation, getting clearance from local authorities, boarding, lodging arrangements, local transportation, catering including refreshment for special invitees /VVIP / Media persons etc. The organising agencies / organizations / associations would also conduct a survey on the impact of the Himachal Travel Mart within one week of the completion of the Mart. The organising agency will also have to give detailed report on the Mart along with feedback, media coverage clippings in a hard & soft copy.

The agencies / associations / organizations should have the **following minimum qualifications** (Please attach the information vide Sr. no 1 to 5):

- 1) Minimum 5 years experience of organising Travel-Tourism Marts within & outside the country (Relevant information/document may be attached).
- 2) Minimum Turn Over of Rs. Two Crores in the last each two years of the company / firm i.e. 2013-14 and 2014-15 (Please attach C.A. certificate in support of turn over).
- 3) Experience of working with Govt agencies, if any.
- 4) Agency / Association / Organisation profile.
- 5) Financial bid for organising the Travel Mart in separate sealed envelope. The proforma for financial bid is at **Annexure-A**. Conditional bids will not be entertained.

Please **quote the single amount** clearly both in words & figures for the entire Mart which includes arrangements for participation from State Tourism Departments / Boards / Countries, Travel Agents /Tour Operators, Travel writers etc. and complete infrastructure arrangements for organizing the Mart/Stalls.

Note: The successful bidder will have to organize the Himachal Travel Mart for another three years on mutual agreed terms & conditions, if required.

-Sd-
Commissioner,
Tourism & Civil Aviation,
Shimla, Himachal Pradesh.

Proforma for Financial Bid regarding organization of Himachal Travel Mart 2017

The agencies / companies/ associations / organizations will submit the Financial Proposal / bid regarding organisation of Himachal Travle Mart (HTM) in the proforma given below along with signed forwarding letter.

| Sr. No | Particulars | Rates inclusive of all taxes & all other expenses. |
|--------|--|--|
| 1 | <p>The cost for organizing the Himachal Travel Mart (HTM) includes:</p> <ul style="list-style-type: none"> • Arrangements for participation from State Tourism Department / Boards / Countries, Travel Agents / Tour Operators, Travel writers etc. • Complete infrastructure arrangements for the Mart including exhibition stalls and FAM tour. • Boarding, lodging, travel arrangements, local transportation, catering including refreshment for special invitees / VVIP / Media persons etc. • Domestic Buyers = 50 Nos • International Buyers = 15 Nos • Indian State Tourism Boards = 10-12 Nos • Media = National + International = 10 + 5 = 15 Nos • Souvenir of HTM for participants. • Publicity & promotion of the Mart. <p>The cost also includes electricity charges & vehicle entry pass charges as applicable. The bidder should have to make the arrangements of power backup also for the exhibition stalls at his own level.</p> <p>The organizer will have to provide complimentary built up 36 sqmtr space to HP Tourism for exhibition stall.</p> | <p>Rs. =</p> <p>(Both in words & figures)</p> |
| 2. | Venue would be the Ridge, Shimla (Subject to change in case of unavoidable circumstances). | |

Date:

(Authorized Signatory)
Name:
Designation:
Seal of Bidder: